

Student

HANDBOOK

**Robeson
Technical
College**

1987 - 1988

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

Robeson Technical College operates a Drug Abuse Prevention Program for all students and employees. Confidential information on the benefits of this program is available through the counseling office.

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Programs of Study

Associate Degree in General Education

General Education Program

Associate Degree in Applied Science

Accounting

Banking and Finance

Business Administration

Business Computer Programming

Early Childhood Associate

General Office

General Technology Curriculum Core

Industrial Maintenance Technology

Law Enforcement Technology

Marketing and Retailing

Nursing Education Option

Secretarial-Executive

Vocational Instructors' Associate Degree Program

Vocational Diploma Programs

Air Conditioning, Heating and Refrigeration

Automotive Body Repair

Automotive Mechanics

Carpentry and Cabinetmaking

Cosmetology

Electrical Installation and Maintenance

Industrial Electronics

Industrial Maintenance

Machinist

Welding

Certificate Programs

Developmental Studies

Basic Law Enforcement

Geriatric Assistant

Homemaker/Home Health Aide

Nurses' Assistant

Continuing Education Programs

General Adult Education

Adult Basic Education

Adult High School Program

High School Equivalency (GED)

Compensatory Education

Learning Laboratory

Occupational Education
Specialized Industrial Services
New and Expanding Industry Training
Practical Skills Education
Vocational/Technical Continuing Education
Enrichment Education
Emergency Services Education
Health Occupations
Emergency Medical Training
Civil Preparedness
Fire Service Training
Law Enforcement Training
Small Business Center
Continuing Education
Counseling/Referral
Resources Library
Human Resources Department

1987-1988 Calendar-Day Curriculum

Fall Quarter

August 25
August 26
August 27
August 28
August 31
September 7
October 15-16

Student Orientation & Registration
Computer Workday
Registration
Computer Workday
Classes Begin
Labor Day Holiday
Student Break
(Industry on Parade)
Classes End
Instructors' Workday

November 18
November 19

Winter Quarter

November 19
November 20
November 23
November 24
November 26-27
December 21-January 1
January 4
February 24
February 25

Registration
Registration
Computer Workday
Classes Begin
Thanksgiving Holidays
Christmas Holidays
Classes Resume
Classes End
Instructors' Workday

Spring Quarter

February 25
February 26
February 29
March 1
April 4-5
May 18
May 19

Registration
Registration
Computer Workday
Classes Begin
Easter Holidays
Classes End
Instructors' Workday

Summer Quarter

May 20
May 23
May 24
July 4
August 2
August 3
August 4
August 5
August 8-19

Registration
Computer Workday
Classes Begin
Holiday
Classes End
Instructors' Workday
Commencement Rehearsal
Commencement
Instructors' Vacation

Fall, Winter, Spring Quarters:
Summer Quarter:

55 days - 50 minute sessions
50 days - 55 minute sessions

1987-1988 Calendar-Evening Curriculum

Fall Quarter

August 20

August 25

August 26

August 27

August 27

August 29

August 31

September 1

September 2

September 3

September 5-7

October 14-15

November 10

November 14

November 16

November 17

November 18

November 19

Winter Quarter

November 17

November 18

November 21

November 23

November 24

November 25-28

November 30

December 2

December 21 - January 1

January 4

February 16

February 20

February 22

February 23

February 24

February 25

Spring Quarter

February 23

February 24

February 27

February 29

New Student Orientation

and Preregistration

Registration - All Returning Students

Computer Workday

Registration - All New Students

Evening Faculty Orientation 7-9 P.M.

Classes Begin-Saturday only

Classes Begin-M/W & M only

Classes Begin-T/Th & T only

Classes Begin-W only

Classes Begin - Th only

Labor Day Holiday

Student Break

(Industry on Parade)

Classes End-T only

Classes End-Saturday only

Classes End-M only

Classes End-T/Th

Classes End-M/W & W only

Grade Rosters Due - 10:00 A.M.

Registration

Registration

Classes Begin-Saturday only

Financial Aid Registration

Classes Begin-T/Th & T only

Thanksgiving Holidays

Classes Begin-M/W & M only

Classes Begin-W only

Christmas Holidays

Classes Resume

Classes End-T only

Classes End-Saturday only

Classes End-M only

Classes End-T/Th

Classes End-M/W & W only

Grade Rosters Due - 10:00 A.M.

Registration

Registration

Classes Begin-Saturday only

Financial Aid Registration

Spring Quarter (continued)

March 1	Classes Begin-T/Th & T only
March 2	Classes Begin-M/W & W only
April 4-5	Easter Holidays
May 11	Classes End-W only
May 14	Classes End-Saturday only
May 17	Classes End-T/TH & T only
May 18	Classes End-M/W
May 19	Grade Rosters Due - 10:00 A.M.

Summer Quarter

May 17	Registration
May 18	Registration
May 23	Financial Aid Registration
May 24	Classes Begin-T/Th & T only
July 4	Holiday
July 26	Classes End-T only
July 28	Classes End-T/Th
August 3	Classes End-M/W
August 4	Grade Rosters Due - 10:00 A.M.
August 4	Commencement Rehearsal
August 5	Commencement
August 8-19	Instructors' Vacation

Philosophy, Purpose and Objectives

Robeson Technical College subscribes to the philosophy that every individual has the right to pursue further education compatible with his/her interests and abilities. Therefore, as an open-door institution, it provides a range of educational programs of general, occupational, and cultural education to meet the needs of adults within the region it serves. The institution helps promote continued industrial, business, and economic growth and assists in the development of cultural activities which are of interest throughout the service area.

The purpose of Robeson Technical College is to make available for adults a broad range of educational opportunities related to individual interests, abilities, and career choices. To fulfill this purpose, the college provides educational opportunities to enable each individual to develop to the maximum extent of his/her abilities. The college will continue to develop programs which will afford the individual the opportunity to understand his/her needs for continued growth and development in the areas of mental and physical health; cultural, social, civic, and moral responsibilities; creative expression; aesthetic appreciation; economic insight; worthwhile leisure activities; career aspirations.

To achieve these purposes, Robeson Technical College has the following specific objectives:

1. To provide general educational opportunities for adults regardless of their previous educational experiences.
2. To provide two years of general education leading to the Associate Degree in General Education.
3. To provide certificate, diploma, and associate degree programs to prepare students for employment in various occupations.
4. To provide leadership and to serve as a center to foster cultural, economic and social development in the community.
5. To provide cooperative co-educational programs with various governmental agencies for the disadvantaged and handicapped citizens of this area.
6. To provide short-term occupational courses for business and industry or for adults who need retraining or additional job skills.
7. To provide counseling and other guidance services to meet individual needs of the citizens of the area.

Student Services

Robeson Technical College provides many personal services designed to make the educational experiences of its students profitable and satisfying. The faculty and administration recognize that the central purpose of the college is to provide an environment wherein each student may achieve maximum development - intellectually, socially, and physically. The services, organizations, and activities are provided as means of contributing to the total growth of the individual.

The basic objectives of Student Services at Robeson Technical College are built upon the stated philosophy and objectives of Robeson Technical College and the North Carolina Department of Community Colleges.

1. To interpret the college's objectives, opportunities and policies to prospective students.
2. To assist in the implementation of the "Open Door" philosophy and policy.
3. To assist the student in satisfactorily selecting, entering, progressing within, and completing a course of study whether general, technical, trade, upgrading, basic education, or cultural in nature.
4. To provide a professional, competent, and continuing counseling program in assisting students with academic, vocational, personal, and social-economic problems.
5. To properly record, maintain, and make available to proper persons information regarding students.
6. To provide, develop, encourage, and evaluate a program of student activities.
7. To encourage suitable vocational-educational placement upon termination of individual studies at the college.
8. To promote and encourage programs related to the health, safety, and physical welfare of the student.
9. To initiate, encourage, complete and share systematic research and the results thereof.
10. To continuously evaluate and improve Student Services.

With these objectives, it is imperative that close, full cooperation be maintained not only within the Student Services staff, but also with the administration, faculty, students and the community as well. It is with this cooperation and with these purposes that the Student Services staff dedicates itself to serving RTC students, staff and community.

DRUG AND ALCOHOL ABUSE AWARENESS PREVENTION PROGRAM

Robeson Technical College operates a drug abuse awareness prevention program for all students and employees. Counseling, information, and referral services are

provided by two professionally trained counselors. Joyce W. Beatty and Brenda D. Scott are available to talk with anyone concerning drug/alcohol use. These counselors may be contacted directly or indirectly. Persons requesting anonymity may telephone the counselors for information without disclosing their names (738-7101). Referrals to external agencies may be appropriate in some situations. Campus counselors are knowledgeable concerning treatment, length of residential stay, costs, etc. with local outside agencies.

Hotline Numbers for Drug Information

Local:

1. Mental Health Center - **738-5261; 738-1431**
2. Carolina Manor - **738-1191**
3. Cumberland HSA Hospital - **1-800-682-6003**

800 Numbers:

1. Pride Drug Information Hotline - **1-800-241-9746**
2. National Institute on Drug Abuse (NIDA) - **1-800-638-2045**
3. NIDA Hotline (Directs callers to local cocaine abuse centers. Free materials on drug abuse may also be requested. All information and referrals confidential.)
4. Cocaine Hotline - **1-800-COCAINE**
5. Fetal Alcohol Syndrome (FAS) Hotline - **1-800-532-6302**

COUNSELING SERVICES

Counseling services are available to help students gain a better understanding of themselves and their opportunities. Professionally trained counselors are available to discuss and help students explore any problem areas they may experience. Students who are experiencing personal, interpersonal, or academic difficulties are encouraged to make an appointment with a counselor as soon as possible. Students may telephone (919) 738-7101 or come by the Career and Counseling Center in the Student Center Building for an appointment. All conferences are completely confidential.

The Counseling Center also provides groups for personal growth experience. Some groups include: assertiveness training, study skills, personal growth, habit control, test-taking skills, self-concept development, values clarification, coping with grief, communication skills, job interview skills, resume' writing, stress management, etc. Announcement of groups will be advertised on campus.

PLACEMENT TESTING

Placement testing is required for admission into curriculum programs. The primary purpose of testing is to match the academic readiness of the student with the academic requirements of the curriculum. Test results are used in conjunction with other pertinent information in determining whether a student is ready to enter a particular curriculum. If it is determined that a student needs improvement in the basic academic areas, s/he may be placed in courses to help improve basic academic skills.

SPECIALIZED TESTS

Testing services are available to anyone wishing to find out more about themselves, their abilities and interests. Some specialized tests are available upon request of students and faculty. These include interest inventories, personality, aptitude, diagnostic, achievement, and general ability tests. These tests are administered only upon request through the counseling office.

ACADEMIC ADVISING

After placement in a program of study, each student is assigned a faculty advisor according to the student's curriculum. The advisor is available to discuss goals, academic problems, and specific course planning as the need arises. Advisors confer with each advisee each quarter in an effort to maintain appropriate progress throughout the year. The advisor also helps to identify students who need counseling or specialized counseling services.

HANDICAPPED SERVICES

Robeson Technical College offers a wide variety of services to assist handicapped students in order to help remove any barriers which could interfere with learning. Some of the services provided are: special placement testing, if necessary; financial aid information including assistance in completing forms; classroom modification when needed; tutoring; individual advising and counseling; parking; and referrals to other agencies when necessary. Any student who has a handicap should report to the Handicap Coordinator in Student Services. Handicapped parking stickers may be obtained if there is a need for such.

Robeson Technical College recognizes a "qualified handicapped person" as one who meets the federal definition of handicapped. A handicapped person is defined as "any person who (1) has a physical or mental impairment which substantially limits one or more major life functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working; or, (2) has a history of having been classified as having a mental or physical impairment that substantially limits one or more major life activities."

TUTORIAL SERVICES

Tutorial Services are available to all students day and evening. This program is designed to assist those students who: (1) request tutoring; (2) are falling behind in their studies; (3) are on academic probation; and (4) desire to improve their class standing. The services are free. You may obtain tutorial assistance through the tutorial coordinator, a counselor, or your advisor.

VETERAN SERVICES

Information and requests pertaining to veteran affairs can be secured from the Veteran Affairs Officer in Student Services. The veteran student must maintain satisfactory academic progress, attendance, and conduct for continued eligibility payments. Refer to Veteran Affairs section of the Student Handbook.

PLACEMENT SERVICES

Placement Service is available to students seeking part-time or full-time employment. The Director of Student Placement maintains contact with employers who are looking for qualified applicants and schedules interviews on and off campus throughout the year. All students are urged to register with the Placement Office and to complete a placement packet before graduation. Upon request by a prospective employer, a set of the student's placement records is sent to the employer by the Placement Office. Students and alumni are encouraged to use this service as often as they wish.

CAREER DEVELOPMENT

The Career Development Center assists students in choosing an occupation, self-assessment, awareness of the world of work and awareness of necessary employability skills needed to succeed in the work place.

Assistance is given in the development of career goals by examining interests, aptitudes, values, and the exploration of career interests. CHOICES - a computerized career guidance program is available for use. The staff offers assistance to both Robeson Technical College Students and the community at large.

REGISTRATION

Students are expected to register for course work at the time specified for each quarter by the Registrar. Formal registration for all curriculum courses is officially closed at the end of the first four scheduled days of the quarter. Any exception to this procedure must be approved by the Director of Records & Financial Services and through the appropriate educational services office, but only then by justifiable cause. Registration procedures and drop/add procedures as listed in the Student Handbook should not be confused.

DROP/ADD PROCEDURES AND WITHDRAWAL

A student may drop or add a course at any time within the first four scheduled days of the quarter under the following provisions:

1. No grade penalty will be incurred for dropping a course within first four scheduled days of the quarter.
2. A student adding a course will be responsible for all makeup work required.
3. The student must contact the Registrar and his advisor and complete a drop/add form. It must be signed by the advisor or appropriate instructors.

Any student dropping a course after 10 class days with less than a "C" average in that course is subject to receive a "WF" for that course. (A "WF" is a punitive grade and will be treated as an "F"). However, a student not having a "C" average and having a bona fide reason for withdrawal may receive a "WP" if approved by the Director of Educational Services. Appeals should be made within two weeks of the date of withdrawal.

If a student drops at the beginning of a course and the instructor is unable to evaluate a grade, a "W" may be given. A "W" is a nonpunitive grade and will have no affect on QPA standing.

A student withdrawing from the college during the academic year must consult with his faculty advisor and secure a withdrawal form. If the student should find it necessary and not be able to meet with his advisor, he should then contact a Student Services counselor to obtain the withdrawal form. To complete an official withdrawal, the student must obtain the instructor's signature, along with a grade, and return the withdrawal form to the Registrar's Office.

BAD CHECK POLICY

Students who write checks for registration and/or fee charges which are returned to the college by financial institutions for insufficient funds will be notified by the Business Office. These students will be given five work days to make the checks good. This may be done either by a cash payment or by certified check. After this five day period has elapsed, students who have **NOT** satisfied their financial obligations with the college will be withdrawn (dropped) from all classes and not permitted to

continue attending classes. (A student is not officially enrolled until both the attendance and payment requirements have been met.) Students cannot re-enroll for any future quarters until such obligations are satisfied.

RE-ENROLLMENT

To re-enroll after a student has withdrawn, the student must have satisfied the Business Office, Student Services, and the Library of all financial obligations. No student will be permitted to enroll for future quarters when his name appears on the financial delinquent list published by the Business Office. Students applying for readmission must be cleared through the Director of Admissions Office.

Family Educational Rights & Privacy Act

Robeson Technical College establishes and maintains records and information on students relevant to admission, registration, academic history, career, student benefits or services, mental aptitude, or achievement test results, health, counseling and guidance discipline or matters related to student conduct, and shall establish and maintain such information by law.

DIRECTORY INFORMATION

The items listed below are designated as "Directory Information" by Robeson Technical College and may be released for any purpose at the discretion of RTC.

- Category I-** Name, address, telephone number, dates of attendance, class.
- Category II-** Previous institution(s) attended, major field of study, awards, honors (includes Dean's and President's Lists), degree(s) conferred (including dates).
- Category III-** Past and present participation in officially recognized sports and activities, date and place of birth.

Under the provisions of the Family Educational Rights and Privacy Act of 1974, you have the right to withhold the disclosure of any or all of the categories of "Directory Information."

Please consider very carefully the consequences of any decision by you to withhold any category of "Directory Information". Should you decide to inform RTC not to release any or all of this "Directory Information," any future request for such information from non-institutional persons or organizations will be refused.

The college will honor your request to withhold any of the categories listed but cannot assume responsibility to contact you for subsequent permission to release them. Regardless of the effect upon you, the college assumes no liability for honoring your instructions that such information be withheld.

If you wish to indicate your disapproval for RTC to disclose any or all the public or directory information listed, a copy of the sample "Request to Prevent Disclosure of Directory Information" printed in this handbook is available in the Registrar's Office no later than 10 calendar days after enrolling.

Robeson Technical College assumes that failure on the part of any student to specifically request the withholding of categories of "Directory Information" indicates individual approval for disclosure.

**Request to Prevent Disclosure of Directory Information
By Robeson Technical College**

Year _____

Please mark the appropriate boxes and affix your signature below to indicate your disapproval for the college to disclose the following public or directory information.

Category I: Name, address, telephone number, dates of attendance, class: ☐

Category II: Previous institution(s) attended, major field of study, awards, honors (includes President's and Dean's List), degree(s) conferred (including dates). ☐

Category III: Past and present participation in officially recognized sports and activities, date and place of birth. ☐

Date _____ Student Signature _____

RIGHT OF ACCESS

Any currently enrolled or former student has a right to inspect and review any and all official records, files, and data directly related to the student including all material that is incorporated into each student's cumulative record folders. Request for review of records shall be in writing to the Registrar. Request to review and inspect records shall be granted as soon as possible, but no later than 45 days following the date of request. The inspection and review shall occur during regular school hours. The Registrar shall notify the student of the location of all official records which have been requested and provide personnel to interpret records when appropriate. A sample copy of Request to Review Education Records is printed in this handbook. These forms are available in the Registrar's Office.

Student records are maintained in a manner to insure privacy of all such records and Robeson Technical College shall not, except as authorized, permit any access to or release of any information therein except as follows:

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1. Access to student records may be permitted to any person or institution for whom the student has executed written consent specifying the records to be released. A sample of Written Consent Waiver is in the handbook. These forms are available in the Registrar's Office.
 2. Access to student's records or components thereof must be disclosed without the student's written consent to the following:
 - A. Authorized representatives of the following for audit and evaluation of federal and state supported programs:
 - (1) Comptroller General of the United States
 - (2) The Secretary of the United States Dept. of Health, Education and Welfare.
 - (3) The U. S. Commissioner of Education, Director of National Institute of Education or Assistant Secretary of Education
 - B. State and local officials to whom disclosure is required by state statute adopted prior to Nov. 19, 1974.
 3. Access to study records without written consent is permitted to:
 - A. Robeson Technical College administrative staff, including faculty, who have legitimate educational interests, and clerical and professional employees who manage student record information.
 - B. Officials of other institutions in which the student seeks to enroll.
 - C. Persons or organizations providing to the student financial aid or determining financial aid decisions concerning eligibility, amount, condition, and enforcement of terms of said aid.
 - D. Organizations conducting studies to develop, validate, and administer predictive tests, to administer student aid programs, or to improve instruction. Those organizations may not disclose personal identification of students, and information secured must be destroyed when no longer needed for their projects. Robeson Technical College will obtain such assurance in writing.
 - E. Accrediting organizations carrying out their accrediting functions.
 - F. Parents of a student who have established that student's status as a dependant according to Internal Revenue Code of 1954, Section 152.

G. Persons in compliance with a judicial order or a lawfully issued subpoena, provided that the college first makes a reasonable attempt to notify the student.

H. Persons in an emergency, if the knowledge of information, in fact, is necessary to protect the health or safety of the student or other persons.

Robeson Technical College may release without written consent those items identified as public or directory information on any student not currently enrolled.

Robeson Technical College is responsible for informing parties to whom personally identifiable information is released that recipients are not permitted to disclose the information to others without written consent of the students.

Example:

**IN ACCORDANCE WITH PUBLIC LAW 93-380
THE INFORMATION ON THIS RECORD MAY
NOT BE RELEASED TO A THIRD PARTY
WITHOUT PERMISSION OF SAID STUDENT**

Challenge of the Contents of Education Records:

1. Robeson Technical College provides students with the opportunity to challenge the contents of their education records which the student considers to be inaccurate, misleading, or otherwise in violation of their privacy or other rights.
2. When Robeson Technical College receives a challenge request, it will decide within 15 days whether or not corrective action consistent with the student's request will be taken. The student will be notified of the decision. If the decision is in agreement with the student's request, the appropriate records shall be amended.
3. When a student is not provided full relief sought by the challenge he/she shall be informed by the Registrar of his/her rights to a formal hearing on the matter.
4. A student's request for a formal hearing must be in writing. (See sample Student Request for Formal Hearing in this handbook). This form may be picked up in the Registrar's Office. Within 15 days after receiving the request, the student shall be informed of the date, place, and time of the hearing.

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5. Students shall be afforded a full and fair opportunity to present evidence relevant to the issue raised. A student may be assisted or represented at the hearing by one or more persons of his/her choice, including an attorney at the student's own expense.
 6. The decision of the hearing panel will be final, will be based solely on the evidence presented at the hearing, and will consist of a written statement summarizing the evidence, and stating the reasons of the decision which will be delivered to all parties concerned.
 - a. Robeson Technical College will correct or amend any educational record in accordance with the decision of the hearing panel if the decision is in favor of the student.
 - b. If the decision is unsatisfactory to the student, the Registrar will inform the student that: (1) The student has the opportunity to place with the education record a written statement about the information in the record, or a statement giving any reason for disagreeing with the decision of the hearing panel. (2) That the written statement given by the student will be placed in the education records and will be maintained as part of the record for so long as the record is held by Robeson Technical College. (3) When the education record is disclosed to the authorized party, the statement filed by the student shall be included.
 - c. A student cannot use his rights of challenge to question substantive education judgments which are correctly recorded. A student does not have the right to challenge a grade given in a course because he/she feels a higher grade should have been given.
 7. Students will not be permitted to inspect and review the following information that may be a part of their education records:
 - a. Financial information submitted by parents.
 - b. Confidential letters and recommendations placed in their files prior to Jan. 1, 1975, provided these letters were collected under established policies of confidentiality and were used only for the purposes for which collected.
 - c. Confidential letters and recommendations associated with administrations, employment or job placement, or honors to which students have waived right of inspection and review.

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- d. Education records containing information about more than one student; however, in such cases the institution must permit access to that part of the record which pertains only to the inquiring student.

STUDENT HEARING BOARD

The Hearing Board provides students with two services:

1. The Hearing Board provides referral opportunity for the administrator and appeal opportunity for students who have been disciplined for a major offense. The student who feels that punishment is too harsh or unfair in any circumstance may appeal to this board.
2. The Hearing Board provides appeal opportunity for students who believe that their education records contain inaccurate or misleading information.

The staff and/or faculty members of the committee are appointed annually by a committee of three appointed by the President annually.

Two student representatives and three alternates are elected annually by the student body.

Total Hearing Board composition consists of three faculty and/or staff members; three alternates; two students; and three student alternates.

More detailed information on the composition of the Hearing Board can be obtained from the "Policy Governing Serious Student Misconduct".

LOCATION OF STUDENT'S EDUCATION RECORDS

A copy of all Curriculum Student Education Records is kept in Student Services. The Registrar is chiefly responsible for keeping all of these records.

A copy of all Continuing Education Records is kept in the Continuing Education Department. The directors and secretaries are chiefly responsible for keeping all of these records.

Other officials which are responsible for student education records are as follows:

Financial Aid Officer- Student financial aid, benefits, and services.

Veteran Affairs Officer- VA records on all veteran students.

Placement Officer- The placement folder contains a personal data sheet with the following information: biography, education, experience, preferred placement and references. Also a faculty evaluation sheet on the student's quality of work, appearance, cooperation, dependability, initiative, personality, judgment, and leadership.

Counselors- Computer printouts on academic and probation standing.

Advisors- Scholastic records and grade reports, advisory information sheets.

Other Locations- Robeson Technical College's on campus vault; Archives and History, Raleigh, NC; Safe Deposit Box, Southern National Bank, Lumberton, NC.

TRANSCRIPT FEE

Two transcripts of the student's record are furnished free. A charge of \$1, payable in advance, is made for each additional transcript.

Robeson Technical College will not issue a copy of a transcript for any student who has an existing financial obligation to the school. However, this does not prevent the student from inspecting or reviewing his record.

Transcript Release Form

I hereby authorize Robeson Technical College to furnish a copy of my RTC high school/college transcript to:

Person and/or Organization _____

Address _____

In compliance with the Family Education Rights and Privacy Act of 1974, it is the policy of Robeson Technical College not to release this transcript to any individual, agency, or organization without the written consent of the student.

Signature

Date

Witness

The following information is providing to help in locating my records:

Name of student while attending RTC _____

Social Security No. _____

Program entered at RTC _____

Last Date Attended _____

Request to Inspect and Review Education Records

Date Submitted _____

To: Registrar

I wish to inspect my education record maintained in the following office(s):

Print Name (Student) _____

Address: _____

Student's Signature _____ Tel. _____

.....

To: Student

Your request for inspection of your record was received on (date). The requested record will be available for review on (date).

Date _____ School Official's Signature _____

.....

To: Registrar

I have inspected and/or have been informed of the contents of the requested education record identified above and am satisfied with its accuracy and completeness.

Date _____ Student's Signature _____

.....

To: Registrar

I have inspected and/or have been informed of the contents of the requested education record identified above and am not satisfied with its accuracy and completeness for the following reason(s):

Date _____ Student's Signature _____

Student Request for Formal Hearing

To: _____
(Chairperson, Hearing Board)

From: _____ Date: _____
(Student's Name)

Subject: Request for Hearing Concerning Student Education Records

I request a formal hearing concerning correction of what I believe to be inaccurate or misleading information, described below, contained in my education records:

Contested Information

Education Record Contested

Please notify me of the date, time, and place of hearing. My address and telephone number follows:

Address _____

Student Signature _____ Tel. _____

First Endorsement

From: _____ Date: _____
(Chairperson, Hearing Board)

To: _____
(Student's Name)

The decision of the Hearing Board is as follows:

Chairperson, Hearing Board _____

Academic Information

SATISFACTORY ACADEMIC PROGRESS

Each student enrolled in a degree, diploma, or certificate program is expected to maintain satisfactory progress toward completion of requirements for that program. A 2.0 quality point average is required for graduation in all programs. Students are expected to maintain this average to be considered in good academic standing.

For purposes of determining academic progress, quality point averages are computed on the basis of the credit hours attempted and the final grades received in the student's program(s) of study. A student's grade point average is computed on the basis of all courses attempted for two quarters after a change of program is exercised. If satisfactory academic progress is made at the end of the two-quarter probationary period, the grade point average is recalculated to include only courses which apply to the student's current program of study. In addition, calculation of academic progress is based on courses in the current program of study only when a student re-enrolls at RTC after a four-year period of inactivity or nonenrollment. Waiver of these requirements may be made for bona fide reasons only and must be approved by the Vice President for Educational and Student Services.

QUALITY POINT AVERAGE TO DETERMINE CONTINUANCE IN SCHOOL Two-Year Curricula

*All Quarter Hours Credit Attempted	Quality Point Average Below Which Student Is on Academic Probation
0-22	1.3
23-42	1.5
43-62	1.7
63-81	1.9
82-100	2.0
101-over	2.0

One-Year Curricula

*All Quarter Hours Credit Attempted	Quality Point Average Below Which Student Is on Academic Probation
0-24	1.3
0-18 (Developmental Studies Only)	1.3
25-44	1.6
19-30 (Developmental Studies Only)	1.6
45-63	1.9
31-43 (Developmental Studies Only)	1.9
64-over	2.0
44-over (Developmental Studies Only)	2.0

TO GRADUATE - 2.0 QUALITY POINT AVERAGE REQUIRED

*Students are encouraged to maintain a record with their total hours attempted at RTC to interpret the above table. Academic counselors and advisors are available to assist any student to interpret correctly the above table.

This scale will be used as the basis for determining a student's status for purposes of academic progress at Robeson Technical College and certification to the Veterans Administration; Social Security Administration; Division of Vocational Rehabilitation; student grant, loan, scholarship, and financial aid agencies; as well as other public and private agencies requiring such information. Certain curricula may have minimum course grade requirements which will be specified either in the Student Handbook or a Department Bulletin.

Each student enrolled in RTC is expected to be aware at all times of his academic status and to be responsible for knowing whether he has met the minimum academic requirements according to RTC's catalog. Furthermore, students are required to consult with their advisors once a quarter concerning academic progress.

ACADEMIC ADVISEMENT

Students whose cumulative grade point average falls below those listed in the scale will be placed on academic advisement. This will not be a probation status. The student will be required to consult with his faculty advisor and counselor to review academic progress and plan a strategy for improving academic progress.

The Registrar will provide counselors with a list of students not making satisfactory progress each quarter.

ACADEMIC PROBATION

Any student who falls below the specified minimum at the end of the quarter following academic advisement will be placed on academic probation for the following quarter. Students will be required to meet with their academic counselor while on academic probation.

A student on academic probation will not be allowed to participate in extracurricular activities. These activities include: holding an office in the Student Government Association, or any other activities which require the student to represent RTC officially.

A student who has been on probation for one quarter may be required to reduce his course load. This may be required until the probationary status is removed.

Students may be required to further reduce their course load, choose another program of study, or register for Developmental Studies or special programmed studies to strengthen their educational background and thereby increase their likelihood of making satisfactory progress. A student may be suspended for consistent failure to show active initiative toward fulfillment of his or her chosen educational goal.

ACADEMIC SUSPENSION

Satisfactory progress is the responsibility of the student. A student who has been on academic probation for one quarter following his quarter of academic advisement may be suspended from school.

Academic suspension will be for one quarter. At the end of one quarter, the student may apply for readmission. Students who do not attain the required quality point average for two quarters following reinstatement to the college may be suspended permanently. (See Page 24 for required quality point average)

Students may appeal notice of suspension to Vice President for Student Services. The Vice President will meet with student, student's counselor, and faculty advisor.

ACADEMIC REFERRAL

The Registrar will provide counselors with a list of students on academic probation each quarter.

QUARTER SYSTEM

Robeson Technical College is on a quarter system. The fall, winter, spring, and summer quarters are each approximately eleven weeks in length. The college is in session five days and four nights a week.

CLASS SCHEDULE

Basically, all classes, credit and non-credit, are scheduled between the hours of 8:30 a.m. and 11:00 p.m. Monday through Thursday, and 8:30 a.m. to 3 p.m. on Friday. Normally, classes for full-time day students are scheduled between 8:30 a.m. and 3:00 p.m.

CONTACT HOURS

The contact hours shown in the catalog are minimal. The policy of the college permits students to enroll in additional subjects and laboratory work beyond those shown in the catalog.

CREDIT HOURS

Quarter hours of credit are awarded as follows: one quarter hour of credit for each hour per week of class work, one quarter hour of credit for each two hours per week of lab work, and one quarter hour of credit for every three hours of shop work.

ATTENDANCE POLICY

Regular class attendance is expected for all students. Instructors will keep an accurate class attendance, and these records will become part of the student's official records. Absences are a serious deterrent to good scholarship, and it is impossible to receive instruction, obtain knowledge, or gain skills when absent from class. Being late for class is also a serious interruption of instruction. As students are adults with many responsibilities, an occasional absence might be absolutely necessary. However, such absences in no way lessen the student's responsibilities for meeting the requirements of the class. Students are responsible for making up any missed class assignments.

Student's names will be placed on a class roster once they have officially made their payment for tuition and fees. Students shall maintain attendance in said class until one of the following occurs:

1. Student Withdraws. (He/She officially withdraws. This constitutes student's withdrawal and is effective as of that date.)
2. Administrative Withdrawal
 - a. Student fails to maintain class attendance as described by the instructor's course syllabus.
 - b. Consecutive absences for a period exceeding one full week of classes.
 1. Classes that meet **one time** a week--drop if not in attendance the second time.
 2. Classes that meet **twice** a week--drop if not in attendance the third class.
 3. Classes that meet **three times** a week--drop if not in attendance the fourth class.
 4. Classes that meet **four times** a week--drop if not in attendance the fifth class.
 5. Classes that meet **five times** a week--drop if not in attendance the sixth class.
 - c. The responsible instructor is reasonably assured that the student does not intend to pursue the learning activities of the class. (This constitutes administrative withdrawal and is effective as of that date.)

-
- d. He/she completes the minimum objectives stated for the class, or transfers to another class.
 - e. Exceptions to "B" above will be made for bona fide reasons only and must be approved by the Directors for Educational Services before readmission to a class is permitted.

TARDIES

A tardy is defined as "a student entering class after roll call or instruction begins". Being late for class is a serious interruption of instruction and may affect a student's academic grade for the course. Individuals who enter class after the roll call or instruction begins will have their attendance recorded from the time they enter the class. Three tardies constitute one absence.

CREDIT BY EXAMINATION

Advanced placement is offered to students who because of their demonstrated abilities are qualified to accelerate their studies. To earn advanced placement, a student may take a proficiency examination in any subject which he can demonstrate a mastery of theory and practical application. Exception: Proficiencies are not given in English 022, 102, 103, 105, 106, 1102, 204, 206, and 1104. Under no circumstances will credit be given when the challenge examination grade is less than "C." Total credits earned by examination shall not exceed 25 credit hours.

The following procedures will serve as guidelines in making applications for all proficiency examinations:

1. The following persons will not be permitted to take proficiency examinations:
 - a. Persons who have taken that proficiency examination previously.
 - b. Persons who have either enrolled in and/or dropped from the course.
 - c. Persons who were enrolled in and failed the course.
 - d. Persons who apply for a proficiency examination with less than three weeks remaining prior to the next quarter in which the course is offered, except when permission is granted by the instructor, Director of Records & Financial Services, and the Director of Educational Services.
2. Make application to the Director of Records & Financial Services for the proficiency examination.

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3. The Director of Records & Financial Services will review the student's background and make a recommendation to the Director of Educational Services. Because of specific program or course requirements, credit for certain courses may not be eligible for proficiency examination.
 4. The Director of Educational Services will evaluate the application and consult with personnel in the appropriate subject area. Upon approval of the application, an examination in theory and practicum (where applicable) will be given. If approved, all examinations must be completed within the quarter the student applies and registers for them.
 5. After evaluation of the examination by the instructor, it will be forwarded to the Director of Educational Services with appropriate recommendations.
 6. The Directors of Educational Services will certify to the Director of Records and Financial Services appropriate credit earned.
 7. Credit earned by proficiency examination will be entered on the student's transcript as credit hours passed. No grade or quality point value will be assigned. Credit earned by proficiency examination will not be used in determining QPA.

For credit by examination, full-time students are exempt from additional tuition charges. However, part-time students must pay the Business Office the tuition charge required by the state for each quarter hour credit; this fee is not refundable. A registration form must be completed in Student Services after approval has been obtained to take a course by examination. Fees will be paid in the Business Office. A green data card will be given to the student by Student Services after fees have been paid. This card will be given to the appropriate instructor by the student.

CREDIT BY TRANSFER

Robeson Technical College may accept credits earned from technical institutes and colleges. Only course grades of "C" or better will be accepted and such courses must parallel the content of RTC courses.

All applicants wishing to have credits transferred from another institution to RTC must submit an official transcript, and if necessary an appropriate catalog, to the Director of Admissions. Applicants who wish to transfer from other educational institutions must be eligible to return to the school last attended.

Any exception to this procedure must be approved by the Director of Records and Financial Services and only then by justifiable cause. A reference from the Dean of Student's Office from the last college (school) attended is required for transfer acceptance.

The Director of Records and Financial Services will determine the transfer credits allowable. This evaluation will be made at the time of acceptance and the student and his advisor notified in writing accordingly. Transfer credits will be posted to the student's permanent record. Transferring students must complete up to the equivalent of one quarter of work at Robeson Technical College in the degree or diploma program they plan to complete at Robeson Technical College.

TRANSFER TO OTHER COLLEGES

Students who wish to transfer from one college to another, or to any other institution, should make application at the Registration and Records Office for a transcript ten days before it is needed.

The school to which the student is transferring determines the number of hours of credit it will allow transfer students. Some four-year institutions grant full-credit work completed in the technical college. Students planning to transfer to a four-year college or university should check early with that institution's admissions office to determine requirements. Official transcripts will be released to other accredited and approved institutions upon written request. Official transcripts will not be released to the student.

COURSE SUBSTITUTION

A student may be permitted to take higher level courses (technical) up to 12 credit hours in lieu of lower level courses (vocational) upon request to the Director of Educational Services.

GRADING SYSTEM

The 4.00 quality point system is used to calculate student grade averages.

	Grade	Meaning	Quality Points Per Credit Hour
A	93-100	Excellent	4
B	85-92	Good	3
C	77-84	Average	2
D	70-76	Poor, but Passing	1
F	Below 70	Failure	0
W		Withdrew	0
WP		Withdrew Passing	0
WF		Withdrew Failing (Computed as failure)	0
I		The I Grade is computed as an F until the course requirements are met to the instructor's satisfaction. Incomplete work must be completed within 6 weeks of next quarter, otherwise it will remain as a punitive grade of F.	0
AU		Audit (enrollment as a special or non-credit student)	0
CP		Credit by Proficiency	0
TC		Transfer Credit	0

EXAMPLE OF COMPUTING QUALITY POINTS EARNED

			Quality Points	Grade Points
Course	Credit	Grade	Per Credit Hour	Earned
ENG	1101	3	C	2
PME	1101	7	B	3
MAT	1101	5	A	4
PHY	1101	4	F	0
DFT	1101	1	D	1
			20	48

The quality point average is computed by dividing grade points earned by the total credit hours attempted. In the preceeding example, 48 divided by 20 equals 2.40 quality point average. All grades A through F, WF (which is treated as F), and Incompletes which are not made up within six weeks of the next quarter (treated as F), are counted in computing the quality point standing. Credit by transfer and credit by examination are not included in computing the quality point standing.

REPEATING COURSES TO RAISE QPA-GRADE

To raise a grade F or D in any course, the student must re-register officially for the course, attend class regularly, do the required work and pass the required examinations. When a course is repeated, only the grade on the last course attempt is used computing the QPA standing. Veteran students will not receive any educational benefits (pay) for courses previously attempted and passed.

GRADE REPORTS

Grade slips will be mailed to students at the close of each quarter.

CHANGE OF NAME AND/OR ADDRESS

In order that official records may be kept up-to-date, change of name and/or address must be reported immediately to the Student Services Office.

RECORDS OF PROGRESS

Records of progress are kept by this institution on veteran and non-veteran students alike. Progress records are furnished to students, veterans, and non-veterans alike, at the end of each scheduled term.

FINANCIAL OBLIGATIONS

Student records will not be released until financial obligations are cleared by the student.

Graduation

The Registrar reviews records for each graduate to determine that all requirements and obligations have been met.

Requirements and Obligations

1. Submit an application for graduating to the Registrar immediately after registering for their final quarter of study.
2. Complete all required courses.
3. Have a minimum quality point average of 2.0.
4. Pay graduation fee of \$20.00. Students approved to graduate in absentia are not exempt from this fee.
5. Have final grades on courses originally graded "I".
6. Must have all financial obligations to the school taken care of. This includes graduation fee, Business Office, Library, Book Store, or any other financial debt to the school.
7. Complete a placement packet in the Placement Office.
8. Commencement exercises are held in August at the end of the fourth quarter. Any student who graduates at the end of the first, second or third quarter should pay their graduation fee upon completion of all required courses. Graduates who do not pay this fee will be denied transcript services until such time it is paid.

DIPLOMAS

Upon graduation, students should check for errors in the spelling of their name on diplomas. Any corrections must be filed with the Registrar's Office within 60 calendar days after graduation.

The replacing of a diploma for any reason after that time will be at the student's expense.

HONORS

The Dean's List and President's List are published at the end of each quarter. All full-time students who have made all B's and above are on the Dean's List. Students who achieve a 4.0 average for the quarter are on the President's List. Graduates who have cumulative averages of 3.5 and above are recognized at commencement as graduating with honors.

Commencement marshals consist of the eight students from the two-year programs with the highest academic average at the end of the spring quarter when at least **45%** of their academic requirements toward graduation have been completed. No student shall serve as a marshal more than one time in the same program of study. The chief marshal shall be the senior student (rising or current who meets the criteria stated above) with the highest academic average.

AWARDS

Each year at commencement, several companies, businesses, and/or persons present awards to outstanding graduates.

ADDITIONAL REQUIREMENTS FOR GRADUATION

Robeson Technical College is not obligated to offer courses not listed in the current catalog. Those students not continuously enrolled are required to meet the graduation requirements of the catalog that is current at the time of their re-enrollment.

Not continuously enrolled will be interpreted as not being enrolled for a period of one year or longer.

Expenses

Robeson Technical College receives financial assistance from local, state, and federal sources, allowing each student an educational opportunity at minimum cost. Tuition fees are set by the State Board of Education and are subject to change without notice. The payment of fees for each quarter is required at registration.

TUITION FEES

Full-time (12 or more credit hours)	Part-time (less than 12 credit hours)
In-state \$ 75.00	\$ 6.25 per credit hour
Out-of-state \$702.00	\$58.50 per credit hour

RESIDENCY REQUIREMENTS

Tuition fees are governed according to in-state or out-of-state residency, and according to full-time or part-time status.

To qualify for in-state tuition rates, a student must have lived in North Carolina for at least 12 months immediately prior to his enrollment at Robeson Tech. Residing outside the state while in service does not necessarily change residency status. Proof of residency rests with the student.

Regulations concerning the classification of students by residence for purposes of applicable tuition differentials are set forth in detail in **A Manual to Assist The Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes.**

Each enrolled student is responsible for knowing the administrative statement of policy on this subject. Copies of the manual are available on request in the offices of Student Services, Business Office, and in the Library.

STUDENT ACTIVITY FEE

For fall, winter and spring quarters, each student enrolled in 12 quarter credit hours or more (full-time) will pay a \$6 student activity fee per quarter.

Part-time students will pay activity fees according to the following schedule:

- 1- 4 Quarter Credit Hours-\$2.00**
- 5- 7 Quarter Credit Hours-\$3.00**
- 8-11 Quarter Credit Hours-\$4.00**

For summer quarter, each student (full-time or part-time) will pay a \$1.00 student activity fee.

The activity fee is due and payable in the above stated amount at the registration for each quarter. The fee is non-refundable.

For all full-time and part-time curriculum students, a portion of the activity fee will go towards accident insurance. This accident policy covers only bodily injuries caused by school related accidents while attending school during the hours and on days when school is in session.

The remainder of the student activity fee is to be used by the Student Government Association for such items as entertainment, athletic equipment, i. d. cards, conventions, and other appropriate activities.

GRADUATION FEE

A graduation fee of \$20 is charged each graduate. This fee is paid during the student's final quarter of study at RTC prior to graduation exercises. This fee is not refundable.

BREAKAGE FEE

Breakage, damage, or loss due to negligence, carelessness, or other mishandling of school supplies, materials, or equipment by students is the responsibility of such students. They will be required to pay for damages to such items and may be subject to disciplinary action.

REFUND POLICY

Tuition refund for students shall not be made unless the student is, in the judgment of the college, compelled to withdraw for unavoidable reasons. In such cases, two-thirds of the student's tuition may be refunded if the student withdraws within 10 calendar days beginning with the first day of classes as published in the school calendar. Tuition refunds will not be considered after that time. Tuition refunds will not be considered for tuition of five dollars (\$5.00) or less. The student activity fee is non-refundable. In cases where the courses of curricula fail to materialize, all of the student's tuition and activity fee shall be refunded.

TEXTBOOKS

Textbooks may be purchased in the bookstore. Cost of books vary according to the course of study. Normally, the average cost per quarter is \$65 for diploma programs and \$90 for degree programs.

BUSINESS OFFICE

The payment of fees, receipt of loans, and the payment of refunds are major responsibilities of the Business Office. Office hours are 8 a.m. to 5 p.m., Monday through Thursday, and 8 a.m. to 3 p.m. on Friday.

Unpaid obligations to this office become part of the student's school record until they are cleared up.

LATE REGISTRATION FEE

A late registration fee of \$5 will be charged all students who register after the announced registration time.

STUDENT INSURANCE

Accident insurance covering the student during school hours is currently available each quarter. The cost is covered from the activity fee for all curriculum students, full-time and part-time, the payment of which has been approved by the Student Government Association. It is a limited policy covering only bodily injuries caused by school-related accidents. Contact the Business Office for more information concerning coverage. All claims should be reported to the Business Office.

MALPRACTICE INSURANCE

Nursing and cosmetology students must purchase malpractice insurance. Coverage on a group plan is available at an annual rate which may vary from year to year. The student will be notified the fall quarter of the appropriate rate.

SCHOOL RING

Students may purchase school rings after completing half the credit hours required for graduation. A check with the Registrar and subsequent approval must be obtained prior to placing orders.

COMMENCEMENT INVITATIONS

Students may order invitations and personal cards when measured for caps and gowns. The charge for invitations and cards is paid by the student.

TRANSCRIPT SERVICE AND FEE

Students needing a copy of their transcript from Robeson Technical College should make application to the Registrar's Office ten days before it is needed. Transcripts are normally issued on Thursday of each week. Transcripts will be mailed directly to the student, person, or organization named on the Transcript Request Form or an unofficial copy may be issued directly to the student. Two transcripts of the student's record are furnished free. Additional copies are \$1.00 each.

Financial Assistance

Robeson Technical College's financial aid program exists to ensure that no qualified student will be denied the opportunity to continue his education because of economic disadvantages. Through a program of loans, grants, scholarships, work-study positions, and part-time employment, the student enrolled at RTC is able to supplement his own resources and those of his family to complete a course of study. The Student Financial Aid Office firmly believes that the primary responsibility for financing the student's education rests with the family.

The family is expected to contribute according to its income and assets, just as the student is expected to share in this responsibility through savings, summer work, and part-time employment if necessary.

All federal aid programs require the assessment of financial need based on parental ability to contribute toward the educational expenses.

The student is the focus of the program in the Student Financial Aid Office. Every effort is made to be of genuine assistance in helping the student resolve his financial difficulties.

Application forms and additional information may be received by writing or visiting the Financial Aid Office.

Types Of Financial Aid

Grants

PELL GRANTS

Pell Grant is a federal aid program providing funds to students enrolled at approved colleges, community and junior colleges, universities, vocational-technical schools, hospital schools of nursing, and other approved post-secondary educational institutions. Grants normally cover four years of undergraduate study and are intended to be the foundation of a student's financial aid package. Pell Grant is a gift aid and no repayment is required.

Awards are based on demonstrated financial need, which is determined by a national formula applied uniformly to all applicants. The level of Pell Grant funding is determined by federal appropriations.

Pell Grant application forms are available from Pell Grants, P. O. Box 4160, Iowa City, Iowa 52244; or from the Financial Aid Office, RTC, Lumberton, N.C. 28359.

Pell Grant will mail to you at the address you list on the form a three-page document called a "Student Aid Report". This report tells you whether or not you are eligible and instructs you to take all three copies of this form to the Financial Aid Office at the school you will be attending.

For you to receive a Pell Grant check, RTC must have all three copies of the Student Aid Report. Also, students must complete all the verification and validation requirements.

Forms received by the Financial Aid Office before August 1 will be processed in time for you to be approved at the fall quarter registration. You must not owe a refund for grants previously received for educational purposes. You must be maintaining satisfactory progress (see grading scale).

NORTH CAROLINA STUDENT INCENTIVE GRANT (NCSIG)

Legal residents of North Carolina accepted for enrollment in an undergraduate program of study may apply. The amount of each grant will be based on the individual student's demonstrated financial need in relation to resources and cost of education, but may not exceed \$1,500 per academic year. Applications must be received no later than May 1. Applications received after May 1 will be processed if funds are available. The program is administered through the N.C. State Education Assistance Authority by College Foundation, Inc. To apply for the NCSIG a student must complete the FAF or ACT Financial Aid Form.

SUPPLEMENT EDUCATIONAL OPPORTUNITY GRANT (SEOG)

Funds for this program are provided by the Federal Government. The awards are made by the Financial Aid Office to a limited number of students with financial need who without the grant would not be able to attend school. SEOG funds are awarded on a first-come, first-served basis to students based on need.

In order to be considered you must be an undergraduate student who has not previously received a bachelor's degree.

You must be enrolled or accepted for enrollment on at least a half-time basis and be making satisfactory progress in the course of study you are pursuing.

You must be a United States citizen or a permanent resident. To apply, you must complete and turn in a Student Aid Report.

LOANS

COLLEGE FOUNDATION, INC. (FEDERALLY INSURED LOANS)

Legal residents of North Carolina enrolled full-time may borrow through College Foundation for undergraduate study or vocational-technical training. The maximum loan for an academic year cannot exceed the total cost of education less other financial aid received. The annual percentage rate is nine percent simple interest. Applications should be received by College Foundation at least 90 days prior to the beginning of a school term to ensure notification before registration. For more information, contact the Financial Aid Office.

NURSING LOANS

Loans are available to students enrolled in the Associate Degree Nursing Program. The maximum amount that may be received is \$2,500 for each full academic year. Maximum amount is \$5,000 for two years.

Loans are administered by the Department of Human Resources, Raleigh, N.C. For more information, contact the Financial Aid Office.

SOUTHEASTERN GENERAL HOSPITAL LOANS

A limited number of loans are available to students enrolled in the ADN program through Southeastern General Hospital. Students should contact the Financial Aid Office at RTC for specifics concerning these loans.

EMPLOYMENT

College Work Study

The College Work-Study Program provides part-time jobs for students who have great financial need and who must earn part of their educational expenses. The Federal Government provides funds to educational institutions which in turn have jobs available for students. At RTC students work in a variety of offices and departments with their work schedule built around their academic schedule. Students may work up to 15 hours weekly while attending class full-time. Eligibility is determined by enrollment and financial need. For more information, contact the Financial Aid Office.

OTHER PROGRAMS

G.I. BILL

The G.I. Bill is designed to provide educational benefits for servicemen and women once they leave the military and enter the civilian life.

Benefits must be used within 10 years of the date of discharge. The number of months you are eligible for benefits is determined by the number of months of service. This is based on 1½ months of benefits for each month of active duty up to a maximum of 45 months of benefits.

The amount you will receive each month depends on your course load and your number of dependents. For more information, contact the Veteran Affairs Office in Student Services.

Veterans Administration regulations require that all transcripts of the veteran student be evaluated and credit granted where applicable. Therefore, all veterans must furnish the admissions office and the veteran office with transcripts of all previous educational efforts prior to initial certification.

WAR ORPHAN PROGRAM

The War Orphan Assistance Program is a federal program that provides funds for the education of children, wives, and widows of veterans who died or were permanently and totally disabled as the result of service in the Armed Forces. To apply, contact the Office of Veteran Affairs in Student Services.

NORTH CAROLINA WAR ORPHAN PROGRAM

The North Carolina War Orphan Program provides funds to institutions for the waiver of tuition for children of totally disabled or deceased North Carolina War Veterans. Veterans must be 100 percent disabled and their disability does not necessarily have to be war related. To apply, contact the Office of Veteran Affairs in Student Services.

VOCATIONAL REHABILITATION

The Vocational Rehabilitation Program provides educational assistance for individuals with physical or mental disabilities.

Eligibility is determined by a general medical examination from a medical doctor in accordance with the Vocational Rehabilitation Program. (For further information on eligibility, consult your Vocational Rehabilitation Office.)

SOCIAL SECURITY

Benefits may be paid to students under 22 years of age who have one or more deceased or disabled parents that were covered by Social Security. A curriculum student must be taking a minimum of 12 credit hours per quarter to qualify. Learning Lab and/or high school students must attend a minimum of 20 contact hours per week. Contact the nearest Social Security Office for further information.

JOBS TRAINING PARTNERSHIP ACT (JTPA)

Funds may be available to students from low-income families through the local job service office. JTPA pays for tuition, fees, books, and helps the student to become gainfully employed. Contact the Financial Aid Office for more information.

LUMBEE REGIONAL DEVELOPMENT ASSOCIATION

Funds are available for students from low-income families through LRDA. The student can earn work-study training allowances plus the cost of tuition and fees. Contact the LRDA offices in Pembroke, N.C.

TELAMON CORPORATION

Funds are available for students from low-income families through Telamon. The student is paid a training allowance plus cost of tuition, fees, and books. Contact the Telamon Corporation Office in Lumberton, N.C.

NATIONAL GUARD TUITION ASSISTANCE PROGRAM

Members of the North Carolina National Guard may be eligible to receive tuition assistance for attending RTC. Contact your local unit for information.

INSTITUTIONAL GRANTS AND RTC FOUNDATION SCHOLARSHIPS

A number of grants and scholarships are offered to students attending Robeson Technical College by civic organizations, service clubs, and individual donors. These awards are made on the basis of need, subject to the availability of funds. No award is made until a student has completed all admission requirements and has been accepted for enrollment. All awards are subject to the final approval of the Financial Aid Committee which is composed of three representatives from the faculty, one representative from the Business Office, and the Financial Aid Officer. The committee meets periodically to consider request and to make awards. Students who encounter financial difficulty at any time should confer with the Financial Aid Officer in Student Services.

Student Activities

STUDENT GOVERNMENT

The Student Government Association is composed of all curriculum students who are enrolled at Robeson Technical College. All SGA members are encouraged to be active participants in student affairs and to voice opinions and thoughts through their organization.

The President of the SGA is elected in May of each year. Other officers and representatives of the SGA are elected in October and provide leadership for the student body. The SGA sponsors athletic and social activities that enhance student campus life. Students are involved in school affairs, with active participation on various advisory and ad hoc committees. Representatives of the SGA usually attend state conferences of the student government association in the Community College System. SGA advisors are members of the faculty and/or staff.

The following student related programs, with approximate cost, have been recommended as expenditures from the activity fee for the 1987-1988 school year:

Dues, Travel, Subsistence.....	\$ 1,600.00
Projects.....	900.00
Insurance.....	6,200.00
Dances, Socials, Field Day.....	5,550.00
Telephone, Supplies.....	90.00
Athletic Activities.....	400.00
Miscellaneous, I.D.....	1,100.00
Total	\$15,840.00

DANCES

Several dances under the sponsorship of the SGA are held each year depending on the wishes of the students. A portion of the activity fee is budgeted to cover costs.

FIELD DAY

SGA sponsors a Field Day once a year. Competitive outdoor activities, sports, and a cookout are arranged.

STUDENT PUBLICATIONS

Student publications must be approved and sanctioned by the Student Government Association and the Administration.

Control of student publications will be by SGA and the Administration. Misuse or abuse of such publications may cause the termination or abolishment of a designated publication.

ATHLETICS

Athletics are available on a limited basis at RTC. A strong intramural program is encouraged. The RTC campus provides room for expansion and is adding to those activities requested that are within budgetary limits and school policy.

SPECIAL EVENTS

The Student Government may sponsor other activities such as socials, films, speakers, and related activities that are of interest to the students. When such occasions arise, students are notified in advance and are encouraged to participate.

CLUBS

The Student Government sponsors formation of clubs according to student interest. Information may be secured from Student Services or the President of the SGA.

Campus Regulations

SMOKING, EATING, DRINKING, RADIOS

Smoking, eating, and drinking are allowed in the Student Lounge and on outside areas of the campus, but not in classrooms, shops or laboratories. There are ash trays, receptacles, and trash containers throughout the campus. If you smoke, eat or drink, be considerate of others and use the containers available to dispose of trash. Radios and recorders are not permitted in the Student Lounge, classrooms or buildings except for instructional purpose. They are permitted on outside areas of the campus as long as the volume is controlled and they do not disturb others.

VISITORS

We welcome all visitors. All visitors will be directed to the Office of the President or the Office of Admissions and Support Services. Visitors must be accompanied by a tour guide and are subject to the regulations of the school while on campus. Former students are classified as visitors and must follow the same procedure. Any unauthorized personnel on campus can be requested to leave the college's premises. Refusal to leave the campus when requested will result in a request to the appropriate law enforcement personnel for removal. Trespassing charges may be filed.

DRESS CODE

Robeson Technical College stresses a standard of neatness, cleanliness, and appropriateness of attire.

Students should keep in mind that prospective employers visit the college and the employability of our graduates may be affected by the visitor's impressions.

With this in mind, the following regulations are given for proper dress:

1. Dress should be neat and appropriate at all times. (Appropriateness of dress will be dictated by the specific occasion.)
2. Shoes and shirts must be worn at all times on campus.
3. Caps and hats are not to be worn inside the classroom (unless required in your area of study).

CAMPUS SECURITY

Uniformed security personnel are employed by the college. Among their duties are campus safety and security, parking, and traffic control. Any acts of vandalism, theft, etc., should be directed to their attention or to the attention of William Carter in the Business Office. Loitering in the parking areas is not permitted.

PARKING

Adequate student parking exists on campus. Upon entering the campus, students may park on the right or on the left side of the buildings. Students are not permitted

to park in the designated visitor's parking area located on the front campus.

Students' cars found improperly parked along curbs, driveways, and the visitor's parking area will be issued tickets. Repeated offenders will be counseled and repeated violations could result in the imposition of fines, towing regulations, and termination of enrollment.

The speed limit when entering and leaving RTC is 10 miles per hour.

HANDICAPPED PARKING

Parking facilities are also available for handicapped students. Spaces are marked appropriately in both student parking areas. To request handicapped parking, a qualified student must register with Student Services and fill out the appropriate form. Students who park illegally in these spaces will be given one warning. If another violation occurs, the Lumberton Police Department will be called and a ticket will be issued by them.

INCLEMENT WEATHER

In the event of inclement weather, Robeson Tech will close when driving is hazardous. School officials will contact local radio stations and designated television stations within our viewing area and have them announce school plans. Students are urged not to call the news media or members of the school staff.

EVACUATION INSTRUCTIONS

Numerous natural and man-made conditions could make it necessary to evacuate the buildings from time to time. Plans have been formulated to provide for the orderly and rapid evacuation of RTC buildings. Evacuation instructions and diagrams are posted in each building. Each student is encouraged and expected to read, be knowledgeable of, and comply with these instructions and directions. Copies of the Emergency Preparedness Handbook are available from the office of the Vice President for Administration. The contents of this handbook are covered by the instructors in the classrooms.

CHEATING AND PLAGIARISM

Cheating and plagiarism are dishonest, deceiving, and both are considered serious offenses. Extreme care should be taken to see that work measures up to a standard of honesty. Cheating and plagiarism are not the marks of competent students. Those who commit these offenses are subject to discipline by the instructor.

POLICY GOVERNING STUDENT MISCONDUCT

Students are expected to display the qualities of courtesy and integrity that

characterize the behavior of ladies and gentlemen. To protect the rights and privileges of all students, a policy governing student misconduct has been adopted by the Board of Trustees. A copy of the complete policy is on file in the Library. Upon request, students may obtain a complete copy from the Student Services office. The policy describes procedures followed in producing a reliable determination of the issues, while assuring students fairness and due process of law in any case that may terminate in expulsion.

Types of student misconduct considered major offenses are as follows:

Rule 1. Narcotics, Alcoholic Beverages, and Stimulant Drugs. A student shall not knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind:

- (a) on the school grounds during and immediately before or immediately after school hours;
- (b) on the school grounds at any time when the school is being used by a school group; or
- (c) off the school grounds at a school activity, function, event, or a school-owned vehicle.
- (d) Robeson Technical College works cooperatively with local authorities involving drug related cases.
- (e) The use of and/or sale of narcotic and stimulant drugs or alcoholic beverages is expressly forbidden on campus. Persons in violation of said acts are subject to suspension or expulsion.

Rule 2. Disruption of School. A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct intentionally cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school.

Neither shall he engage in such conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process, or function of the school if a substantial and material disruption or obstruction is reasonably certain to result from his urging.

The following illustrate the kinds of offenses encompassed here: (a) occupying any school building, school grounds, or part thereof with intent to deprive others of its

use; (b) blocking the entrance or exit or any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of, the building, or corridor or room; (c) setting fire to or substantially damaging any school property or building; (d) firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purposes; (e) prevention of or attempting to prevent by physical act the convening or continued functioning of any school, class, or activity, or of any lawful meeting or assembly on the school campus; (f) preventing students from attending a class or school activity; (g) except under the direct instruction of an administrator, blocking normal pedestrian or vehicular traffic on the school campus; (h) continuously and intentionally making noise, or acting, in any manner so as to interfere seriously with the instructor's ability to conduct his class.

Rule 3. Damage or Destruction of School Property. A student shall not intentionally cause or attempt to cause substantial damage to valuable school property, or steal or attempt to steal school property of substantial value. Repeated damage or theft involving school property of small value also shall be a basis for long-term suspension or expulsion from school.

Rule 4. Damage or Destruction of Private Property. A student shall not intentionally cause or attempt to cause substantial damage to valuable private property either on the school grounds or during a school activity, function, or event off school grounds. Repeated damage, theft, or fraud involving private property of small value also shall be a basis for long-term suspension or expulsion from school.

Rule 5. Physical Abuse of a School Employee or a Student or Other Person Not Employed by the School. A student shall not intentionally do serious bodily injury to any person:

- (a) on the school grounds during and immediately before or immediately after school hours;
- (b) on the school grounds at any time when the school is being used by a school group; or
- (c) off the school grounds at a school activity, function, event, or a school-owned vehicle.

Neither self-defense nor action undertaken on the reasonable belief that it was necessary to protect some other person is to be considered an intentional act under this rule.

Rule 6. Weapons and Dangerous Instruments. A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered an intentional act under this rule.

- (a) on the grounds during and immediately before or immediately after school hours;
- (b) on the school grounds at any other time when the school is being used by a school group; or
- (c) off the school grounds at any school activity, function, or on a school-owned vehicle.

This rule does not apply to normal school supplies like pencils or compasses, but does apply to firearms, any explosives including firecrackers, any knife other than small penknives, and other dangerous objects of no reasonable use to the student at school.

Rule 7. Conduct on School-Owned Vehicles. Students are allowed transportation on school-owned vehicles for the sole purpose of commuting to Robeson Tech, unless authorized otherwise by the Business Office.

The use of profane language, scuffling, or other actions not conducive to orderly conduct and safety of passengers is prohibited.

Rule 8. Sales, Solicitations, or Distributions. No sales, solicitations, or distributions or any kind shall be made at school or at any school-sponsored activities except those which are made by school officials in the normal operations of school business or by the officials, meaning primary officers of activity. All purchases by the school or school-sponsored activities shall be conducted through the Vice President for Business Services. Those sales, solicitations or distributions which are made by school-sponsored activities must relate directly to the business of the activity. All sales and solicitations must be approved by a committee appointed by the President of the college. This rule is meant to include all personnel who are in any way connected with the school. Any violation of this rule may result in permanent dismissal on the part of the violator.

Rule 9. Personal Relations. No person, whether he be a member of the student body, faculty, administration, general staff, or visitor to the school at any school function, shall be allowed to promote that which in the opinion of the Board of Trustees constitutes hatred, racial prejudice or hostility, or other forms of disharmony among the members of the personnel of the school. Any person who is found guilty of such conduct shall be permanently dismissed from the school.

Rule 10. Repeated School Violations. A student shall not repeatedly fail to comply with the directions of teachers or other authorized school personnel during any period of time when he is properly under the authority of personnel.

Helpful Aids Available to Students

HEALTH SERVICE

Robeson Tech maintains no health facilities other than first aid equipment. Emergency facilities are available in Lumberton at Southeastern General Hospital, Robeson County Ambulance Service, and the Lumberton Rescue Unit nearby. In case of emergency, notify the instructor or Student Services immediately.

TELEPHONE

Telephone calls and messages for students are handled through the office of Student Services only in cases of extreme emergencies. Pay telephones are located in the entryway near the Student Lounge and at the end of Building 7 for making local and long distance calls. Business telephones are **not** for student use for making outgoing calls.

LOST AND FOUND

Lost and found articles are handled in Student Services. Items found should be turned in promptly. Lost items should be reported to Student Services.

ALUMNI

Alumni are special guests at dances and other special functions. This and other follow-up and communications with graduates are done through the office of Student Services.

SCHOOL COLORS

The school colors are royal blue and white.

COMMUNICATIONS

The college publishes a newsletter (Newsbeat) and a biweekly bulletin (Scoop) to help students keep abreast of campus activities and important announcements. Bulletin boards, located throughout the campus, also carry daily announcements and information vital to the student.

I.D. CARDS

Student identification cards will be made for each curriculum student at the time the student pays fees and tuition the first quarter for which he is enrolled for the academic year. Each subsequent quarter during the year, the I.D. card will be validated after tuition and fees are paid.

The identification card will be the student's ticket to SGA sponsored functions and activities. Possession of an I.D. card often provides the student with other advantages, i.e. store discounts, lower air fares, and lower fees at athletic activities.

The replacement cost to the student for an I.D. card is \$4.00.

BULLETIN BOARD COMMUNICATION

Bulletin boards are used for official communication of the college. Students are expected to read announcements daily to keep informed about pertinent information. Bulletin boards are located throughout the campus.

Special Services

DIVISION OF RESOURCE SERVICES

The Division of Resource Services has as its mission a goal of helping students, staff and community in achieving their educational, cultural, and recreational goals by bringing the print and nonprint learning resources together. Components are the Library, Audiovisual Services, and Graphic Arts Services.

The Robeson Technical College Library is conveniently located in the center of the campus. Its attractive, well-lighted surroundings are a pleasant place for research, study, or leisure reading.

Services include a qualified staff concerned with providing library resources necessary to support Robeson Technical College's purpose and programs; and sharing library resources for interest, information, and enlightenment to all people of the community. A staff is on duty during the hours of 8 a.m. to 10 p.m. Monday through Thursday and 8 a.m. to 3 p.m. on Friday to answer reference questions. The collection is well stocked with books, periodicals, newspapers, and various audiovisual materials which have been carefully selected to support the degree, diploma, and enrichment programs offered by the college. Other services include free photocopies from microfilm and microfiche; free photocopies from the reference collection; free interlibrary loans from in-state or out-of-state; and an excellent orientation program to educate users to thoroughly utilize the library resources and services.

Anyone interested in using the library may acquire borrowing privileges by simply filling out a registration card. Books, periodicals, and records are loaned for three weeks. Renewals may be obtained in person or by telephone. To encourage prompt return or renewal of materials, a fine is charged on overdue materials. Lost or badly damaged materials must be paid for at replacement cost. Failure to return materials or pay charges will result in loss of borrowing privileges. Students who have not returned materials or paid fines will be obligated to do so before re-registering or graduating.

The Audiovisual Department provides a variety of audiovisual equipment and services to meet the needs of the college. Services include equipment and materials circulation, production services, and consultant services. Patrons are encouraged to consult the audiovisual handbook for a complete listing of materials and services available.

The Graphic Arts Department produces all types of printed material to meet the needs of the college. Services include layout, design, typesetting, proofreading, pasteups, and making plates for instructional and institutional use.

LEARNING LABORATORY

The Learning Laboratory is an approach to education with the use of commercially and locally designed programmed instructional materials, teaching machines, and traditional materials. A person's progress is limited by his/her own ambition, motivation, and ability.

Any person 18 years of age or older and out of public school for at least six months with the ability to benefit from the program can enroll in the Learning Lab to prepare for the high school equivalence examinations (GED) or to pursue the Adult High School Diploma.

The coordinator serves as the facilitator in the learning process. Because he/she is trained in programmed and traditional materials, he/she is capable of making educational decisions and directing students through their assignments. The coordinator interviews, counsels and tests the prospective enrollee. The student begins study at his predetermined educational level and advances through the materials at his own rate of speed.

The Learning Lab is approved for eligible veterans. Studies toward high school completion do not count against training eligibility beyond high school.

The Learning Lab is open from 8 a.m. until 10 p.m. Monday through Thursday, and 8 a.m. until 3 p.m. on Friday. Registration will be held the first week in September, December, March, and June. Classes are scheduled in the mornings, afternoons, and evenings. To receive credit for the quarter, a student must attend 80 percent of the classes as well as successfully complete all course requirements and pass the North Carolina Competency Test.

Registration is free for those adults who have not graduated from high school or passed the GED test.

STUDENT LOUNGE

A grill and vending machines are located in the Student Center Building. For students to enjoy a clean place to spend leisure time, each person must place cups, wrappers and other items of refuse in trash receptacles. Everyone is expected to do his part in keeping the area neat and clean at all times.

Gambling is not permitted by State Law.

BOOKSTORE

A bookstore is located in the Student Center Building. It is maintained for the convenience of students in purchasing necessary textbooks and supplies. Hours of operation are posted at its entrance.

Veteran Affairs

For the Veteran Affairs Office to operate effectively, it is essential that each veteran becomes knowledgeable of certain operating procedures.

This section of the handbook is designed to explain some of those procedures. Veterans are urged to become completely knowledgeable of its contents.

GENERAL

It is important for each veteran to know how he is certified to the VA in order that he may carry the proper credit or contact hour load to receive the benefits he expects. Each type of certification will be explained below. The Veteran's Counselor can answer specific certification questions.

ATTENDANCE SHEETS

All veterans receiving VA Educational Benefits must have an attendance sheet for each month on file in the Veteran Counselor's office. The sheets are in a "pick up" box in the Student Lounge. Veterans must complete these forms and have their individual instructors initial the forms showing absences. The completed forms must then be placed in the "deposit" box located in the Student Lounge.

STUDENT STATUS

If a veteran increases or decreases his credit hour load, VA form 22-1999B must be completed. The forms are available from the VA office.

SUPPORT OF CLAIM

To claim dependants where birth certificates cannot be located, VA form 21-4138 may be used; however, a birth certificate may be required later. This form may also be used if a spouse has dependants from a previous marriage and the veteran is providing their support.

MARITAL STATUS

If an enrolled veteran gets married, the VA should be notified immediately. This may be done in one or two different ways: by sending the Veterans Administration a copy of the marriage license, or by filing VA form 21-686c.

VA CORRESPONDENCE

In most cases, the Veteran Affairs Officer does not receive copies of correspondence received by veterans from Winston-Salem, N.C. Copies of correspondence should be brought to the Veteran Affairs Office for the student's permanent VA file. This correspondence will be returned upon graduation or termination, if requested.

BULLETIN BOARD

The veterans information bulletin board is located near the bookstore in the Student Lounge. The board should be checked at least once weekly. General information as well as individual notices to veterans are posted there.

CERTIFICATION OF ATTENDANCE

Veterans enrolled in the vocational curricula, Developmental Studies curriculum, and the High School Equivalency Program will receive a certification of attendance form each month following their check. This form must be dated, signed and turned in to the Veteran Affairs Officer each month.

TUTORIAL SERVICES

Tutorial services are available to veterans enrolled in Associate in Applied Science Degree programs. The VA will pay \$6 per hour up to \$60 per month to qualified persons to tutor students who are having trouble in curricula subjects. Approval forms and tutorial reimbursement forms are available in the Veteran Affairs Office.

TERMINATION

The Veteran Affairs Officer must be notified immediately if a veteran withdraws from school. The veteran is responsible for this information reaching the Veteran Affairs Officer promptly.

Veterans who are terminated to the Veterans Administration for pay purposes for unsatisfactory progress and/or conduct must go through counseling before they can be reinstated for pay purposes.

Veterans who are terminated to the Veterans Administration due to absences during any part of the term may not be reinstated for pay purposes until the beginning of the next term unless there are extenuating circumstances causing the absences that are beyond control of the veteran. Veterans whose pay is terminated to the Veterans Administration because of unsatisfactory attendance, need not go through counseling to be reinstated at the beginning of the next term.

SATISFACTORY ACADEMIC PROGRESS

Satisfactory academic progress is the same for veterans and non-veterans. Please see Academic Requirements noted in this publication on pages 24 and 25 or pages 28 and 29 in the school catalog.

REPEATED COURSES

For pay purposes only, by law, no veteran may receive educational assistance allowance for any course being repeated that is necessary for graduation due to failing or low marks unless all marks previously earned are used to compute the overall grade point average. Neither will a veteran student be paid for a course out of his curriculum, nor for a course previously taken in another curriculum.

CHANGE OF PROGRAM

There are occasions when a veteran may complete a curriculum and enroll into another curriculum during the school year. When this happens, the veteran should report to the Veteran Affairs Office and complete VA form 21E-1995. Also, if he/she transfers to another school, the school to which he/she is transferring will assist in the completion of this form.

SPECIAL NOTE

VA attendance forms must be completed no later than 5 days after the end of each month for the previous month. Unless this form is completed and turned in to the VA office, further VA payments will not be authorized. This applies to students in vocational programs only.

CERTIFICATION CATEGORIES FOR VETERANS

Associate in Applied Science Degree. Veterans in this category are certified to the Veterans Administration on a credit hour basis. The VA requires a minimum of 12 credit hours for full-time benefits. Three-quarter time would be a minimum of 9 credit hours, and half-time would be a minimum of 6 credit hours. Less than 5 credit hours qualifies the veteran only for tuition and fees.

Vocational Curricula. Veterans in this category are certified to the VA on a contact or class hour basis. A minimum of 12 credit hours and 22 clock hours are required for a vocational student to be full-time.

HIGH SCHOOL EQUIVALENCY. Veterans in this category are certified to the VA on a contact hour basis; 18 contact hours are required for full-time benefits.

SPECIAL NOTE

In some cases, veterans may take electives to meet the necessary credit or contact hour load required to be full-time. Veterans should see the Veteran's Counselor before the quarter begins or during registration to insure that they have the correct number of credit hours or contact hours.

Student Services or the Veteran's Counselor should check for any explanation of credit hours and contact hours.

Veterans receive a monthly benefit only after they have attended school for that month.

Student Government Association

Any student who runs for a SGA office must maintain a high standard for the school by upholding high standards and unquestionable personal conduct . Any student who has admitted to or been convicted of a felony is ineligible to run for a office or to remain in one of the elected offices. A prospective candidate for an office must be a full-time curriculum student. He/she must be free of any financial obligations to the college.

SGA CONSTITUTION

PREAMBLE

We, the students of Robeson Technical College, in order to foster a spirit of cooperation among students and faculty, coordinate and regulate student activities, maintain a high standard for the school by upholding high standards and personal conduct, promote and encourage activities for the best interest of the school, and develop good citizens through experience in government, do hereby establish this constitution for the Student Government of the Robeson Technical College.

ARTICLE I

NAMES AND OBJECTIVES OF ORGANIZATION

Section A

The organization shall be known as the Student Government Association. There shall be a smaller body, consisting of student representatives and officers, which shall be known as the Student Senate.

Section B

The purpose of the organization shall be to foster a spirit of cooperation among students and faculty; to coordinate and regulate student activities; to maintain a high standard for the school by upholding high standards of personal conduct; to promote and encourage activities for the best interest of the school; to develop good citizenship through experiences in government.

ARTICLE II-QUALIFICATIONS OF MEMBERS

Section A

The members of the Student Government Association shall consist of all students enrolled in curriculum credit courses who pay an activity fee.

Section B

The members of the Student Senate shall consist of one representative from each curriculum and the six elected officers.

Section C

The term of office for all members of the Student Senate shall be one year.

Section D

The SGA Executive Committee members and SGA representatives must attend all meetings or have a legitimate excuse for not doing so. A member who does not attend three (3) consecutive meetings and does not have a proper excuse will be asked to resign his/her position.

Section E

If SGA representatives cannot be present at a meeting, with a legitimate reason, they must assign someone to attend in their place.

ARTICLE III-OFFICERS, THEIR ELECTION AND DUTIES

Section A

The election of the Student Government Association officers will be by elected SGA representatives. The officers will be selected from within the elected SGA representative group. Additional representatives will be elected from the appropriate curricula from which the officers were selected to fill the vacated representative seats.

Section B

The representatives shall be elected by SGA members of their specific curriculums.

Section C

The duties of President of the SGA shall be:

- (1) to acquire a working knowledge of parliamentary law and procedure and a thorough understanding of the constitution, bylaws, and standing rules of the organization;
- (2) to serve as chief executive officer of the organization;
- (3) to preside over all the meetings of the Executive Committee and the SGA;
- (4) to appoint, with the consent of two-thirds of the Executive Committee, all persons to fill the unexpired terms of elected officers, should vacancies occur;

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- (5) to appoint, with the consent of the Executive Committee, the chairmen of all outstanding committees;
 - (6) to serve as an ex-officio member of such committees if he so chooses;
 - (7) to have knowledge of the records and monies of the organization;
 - (8) to perform all other functions pertaining to the office;
 - (9) to call periodic meetings of the Executive Committee and the Student Senate at his discretion;
 - (10) to sign all expenditures incurred by SGA members.

Section D

The duties of the Vice President of the SGA shall be:

- (1) assume the duties of the President should the President, for any reason, be unable to meet his duties;
- (2) to fulfill any duties as delegated by the President;
- (3) to chair any important committee.

Section E

The duties of the Secretary of the SGA shall be:

- (1) to maintain the records of the SGA;
- (2) to serve as recorder of the Executive Committee;
- (3) to distribute a copy of the minutes of the Executive Committee and the SGA meetings to all members;
- (4) to assist in all other areas that the Executive Committee may deem desirable;
- (5) to inform all members of the time and place of scheduled meetings;
- (6) to file copies of records and minutes in the office of Student Services;
- (7) to provide a suggestion box for all students to contribute their ideas and report these findings at SGA meetings.

Section F

The duties of the Treasurer of SGA shall be:

- (1) to receive monies from student-sponsored activities and to deliver these monies to the Business Office for deposit;
- (2) to keep a record of expenditures and receipts, and make a report of the finances at each meeting of the SGA.

Section G

The duties of the Parliamentarian of the SGA shall be:

- (1) to maintain parliamentary order at meetings of the SGA;
- (2) to serve as an advisor for any procedural problems;
- (3) to assist in all other areas that the Executive Committee may deem desirable;
- (4) to maintain adherence to the rules in the Robert's Rules of Order in all cases to which these are applicable, and in which they are not inconsistent with the bylaws of the SGA.

Section H

The duties of the Public Relations Director of the SGA shall be:

- (1) to report all SGA functions in the school newspaper;
- (2) to assist with coordination of all SGA functions;
- (3) to maintain a scrapbook of the SGA functions.

ARTICLE IV-MEETINGS OF THE ORGANIZATION**Section A**

The Student Council shall meet whenever it is necessary in order to carry on the business of the SGA. The President of the SGA shall call the meetings and shall be responsible for giving proper notice to all members of the Student Senate.

ARTICLE V-AMENDMENTS

Section A

An amendment to this constitution may be adopted by a two-thirds vote of the members of the Student Senate and a three-fourths vote of the student body present and voting.

Bylaws

ARTICLE-I QUALIFICATIONS AND ELECTION OF OFFICERS

Section A

The President of the SGA shall be any member of the Student Government Association. He/she is to be elected in May and must be a returning student.

Section B

The Vice President of the SGA shall be any member of the Student Government Association.

Section C

The Secretary of the SGA shall be any member of the Student Government Association.

Section D

The Treasurer of the SGA shall be any member of the Student Government Association.

Section E

The Parliamentarian of the SGA shall be any member of the Student Government Association.

Section F

The Public Relations Director of the SGA shall be any member of the Student Government Association.

Section G

The election of officers of the SGA, except the President, shall be held in October. The elections shall be decided by a majority of the votes cast by the elected representatives.

Section H

Installation of officers and representatives will take place at an assembly one week after their election to office.

Section I

To run for an office, a student must have a minimum QPA of 2.0 and maintain this minimum QPA during his term of office. An incoming freshman who has not earned a QPA, must earn it by the end of his first quarter and maintain a QPA of 2.0 to remain in office. Failure to maintain a 2.0 QPA will result in replacement of an officer with appointment of a new officer by the means prescribed in Article III, Section C, Item 4.

ARTICLE II-RULES

The rules contained in Robert's Rules of Order shall govern in all cases to which they are not inconsistent with these bylaws.

ARTICLE III-AMENDMENTS

These bylaws may be amended at any regular or special meeting by a vote of two-thirds of the members present and voting, provided previous notice has been given in calling the meeting.

ARTICLE IV-COMMITTEES AND THEIR RULES

Section A

There shall be an Executive Committee consisting of the six officers of the SGA. The duties of the Executive Committee shall be as follows:

- (1) to plan the agenda, time and place of meeting;
- (2) to call special meetings upon petition of a majority of members;
- (3) to interpret the constitution;
- (4) to maintain close liaison with the school administration.

Section B

There shall be a Constitution Committee, the duty of which shall be to review the constitution periodically and to propose any changes deemed necessary.

Section C

There shall be a Publicity Committee, the duty of which shall be to inform all students of the Student Government activities.

Section D

There shall be an Activities Committee, the duty of which shall be to plan activities to help promote school spirit.

Section E

There will be an SGA suggestion box in the Student Lounge at all times. Therefore, SGA will know where SGA improvements are needed.

Section F

If the SGA Executive Committee and SGA representative feel that a member of the SGA is not fulfilling his/her duties, they will, therefore, vote and if the majority feels the same, the person will be asked to give up this position.

Officers of Administration

BOARD OF TRUSTEES

A. D. Lewis, Jr.	Chairman
John A. Staton	Vice Chairman
Fred G. Williams	Secretary

APPOINTED BY COMMISSIONERS OF ROBESON COUNTY

EXPIRATION OF TERM

W. Earl Antone	June 30, 1991
George Zeigler	June 30, 1991
F. L. "Pete" Ivey	June 30, 1989
Jack W. Morgan	June 30, 1989

APPOINTED BY ROBESON COUNTY BOARD OF EDUCATION

A. D. Lewis, Jr.	June 30, 1991
George D. Regan	June 30, 1991
John A. Staton	June 30, 1989
Guy P. McCormick	June 30, 1989

APPOINTED BY GOVERNOR OF NORTH CAROLINA

H. Franklin Biggs, Sr.	June 30, 1991
L. Harbert Moore	June 30, 1991
Mable H. Revels	June 30, 1989
Ann M. Revels	June 30, 1989

GENERAL ADMINISTRATIVE STAFF

Fred G. Williams	President
Lola B. Bracey	Executive Secretary
Bob Denham	Public Information Officer
Carolyn Stephens	Resource Development Coordinator
Nancy Blue	Assistant Coordinator, Resource Development

BUSINESS SERVICES STAFF

Tom A. Holmes	Vice President
Carol Powers	Executive Secretary
Lynn R. Price	Accountant
Robert Hill	Evening Coordinator for Equipment & Facilities
William Carter	Coordinator of Facilities
Elton B. Hunt	Purchasing Coordinator

Pamela L. Locklear.....	Cashier & Accounts Payable
Tammy Flowers.....	Accounts Receivable & Payroll
Jackie A. Lovette.....	Receptionist/Secretary
Evelyn Ray.....	Secretary & Evening Receptionist

EDUCATIONAL AND STUDENT SERVICES STAFF

R. Frank Leggett, Jr.....	Vice President
Ruth R. Williams.....	Executive Secretary
Ted Moore.....	Systems Administrator
Judith A. Revels.....	Director of Admissions & Support Services
Linda G. Lowry.....	Secretary
Wayne Coates.....	Recruiter
Eddie M. Locklear.....	Director of Records & Financial Support Services
Mary P. Hughes.....	Registrar
Nelda Jones.....	Secretary
Donald B. Smith.....	Job Placement Coordinator & Advisor
Anna Maynor.....	Financial Aid Officer
Drucella Strickland.....	Veteran Affairs Officer & SGA
Brenda Scott.....	Director of Career Development
Mary Roberts.....	Secretary
Joyce W. Beatty.....	Director of Counseling Services & Testing
Vonnie Jacobs.....	Secretary
Max H. Lippard.....	Director of Educational Services (Day)
Georgia L. Moore.....	Secretary
Ward Wall.....	Director of Educational Services (Evening)
Regina Chavis.....	Secretary
Brenda McKinney.....	Secretary
Tammy Bozeman.....	Secretary
Sammy R. Layell.....	Director of Resource Services
Robin White.....	Audiovisual Technician
Marilyn S. Locklear-Hunt.....	Director of Library Services
Ruby Lennon.....	Evening Librarian
Margaret A. Locklear.....	Library Technical Assistant
Jimmy L. Reese.....	Graphic Arts Coordinator
Cathy D. Davis.....	Secretary
Jenny L. Robinson.....	Secretary

Faculty

John C. Atkinson.....	Business Education
Betty M. Biggs.....	Cosmetology
Betty Joan Bissell.....	English

Sarah M. Britt	Business Education
Barbara N. Brown	Nursing
Henry Bruce	Carpentry
William M. Bryan, Jr.	Welding
Mary Frances Burns	Tutorial Coordinator
Crafton Chavis	Mathematics
Jack Cook	English
Lois Currie	Nursing
John DeLoache	Industrial Maintenance
George Emerick	Law Enforcement
Carl Evans	Auto Body Repair
Marjorie Garner	Nursing
Edythe B. Hill	Nursing
Lewis Hoffman	Machinist
Evelyn Hunt	Cosmetology
Connie Ivey	Business Education
Helen K. Ivey	Business Education
Jack M. Kluttz	Automotive Mechanics
Queen E. Locklear	Cosmetology
Rudy Locklear	Biology
Julius Lowery	Welding
Lynda MacLeod	Developmental Studies
David McIntyre	Business Education
Pauline H. McNair	Developmental Studies
William McNeill	Reading Specialist
Edward Nicholson	Psychology
Elizabeth T. Nye	Nursing Director
Hilton Oxendine	Auto Mechanics
Mary Pillet	Cosmetology
J. D. Revels	Electrical Installation
Donald Sampson	Carpentry
Frances L. Scott	Vocational Related
Georgia Simpson	Business Education
Jack Smith	Industrial Electronics
Shaffer Smith	Industrial Maintenance
Ellen Warwick	Business Education
Curtis K. Watson, Jr.	Law Enforcement
Elaine Whitfield	English

ADULT & CONTINUING EDUCATION SERVICES STAFF

Hubert F. Bullard, Jr.	Vice President
Nell Reising	Executive Secretary
D. Justin Oliver	Director of Occupational Education
William Locklear	Coordinator of Cooperative Skills Training
Donna Gay Melvin	Secretary
Janice Davis	Director of Small Business Center
Ethel G. Locklear	Secretary
Jimmy Lewis	Director of Human Resources Development
Angela Locklear	Secretary
Patricia McLean	Coordinaoor of Participant Services Center
Rebecca Batten	HRD Instructor
William Vile	Director of Emergency Services Education
Jeanette Freeman	Secretary
Tony E. Brewington	Director of Basic Education
Debra Brooks	Secretary
Cora Brewington	Coordinator of Adult Basic Education
Margaret Welch	Coordinator of Compensatory Education
Bettie McLean	ABE Instructor
Carolyn Britt	Basic Education Registrar
Brenda Locklear	ABE Instructor
Lori Ivey	ABE Recruiter/GED Administrator
Mary Stephens	ABE Recruiter
Patsy Hester	ABE Recruiter
Sandra Johnson	Coordinator of Learning Laboratory
Helen Davis	Learning Lab Instructor
Eloise Cook	Learning Lab Special Instructor
Johnie Carter	Food Services Instructor
Jim Emery	Food Services Instructor
Janice Jones	Industrial Sewing Instructor
Mary Cook	Visiting Artist

MAINTENANCE AND CUSTODIAL STAFF

Willie H. Booth, Jr.	Custodian
Stacy P. Bullock	Supervisor, Maintenance/Custodian
Bobby Burden	Custodian
Vickie Lee Chavis	Custodian
J. W. Gray	Custodian
George K. Jacobs	Maintenance/Custodian
Thomas R. Jacobs	Custodian
J. T. Malcom	Custodian
Marion McQueen	Custodian
Bobbie E. Prevatte	Maintenance/Custodian
Alma S. Robinson	Custodian
Bracey Sampson	Maintenance
Frances M. Scott	Housekeeper
Earl A. Seals	Supervisor/Custodian
James Smith	Custodian
Adrienne F. Stanley	Custodian
Regina Hunt	Security
James Koonce	Security
Yvonne Jacobs	Bookstore

If You Have Questions

Contact:

If You Have Questions About:

Instructor.....	Absences
Brenda Scott, Joyce Beatty.....	Academics
Judith A. Revels, Don Smith.....	Admissions
Joyce Beatty.....	Testing
Bookstore.....	Books and Supplies
Mary Hughes, Nelda Jones.....	Change of Name or Address
Judith A. Revels.....	Change of Program-Admissions
Drucella Strickland.....	Change of Program-Veterans
Joyce Beatty, Brenda Scott.....	Counseling
Mary Hughes, Nelda Jones.....	Grades
Anna Maynor.....	Graduation
Anna Maynor.....	Financial Aid
Drucella Strickland.....	Student Activities
Mary Hughes.....	Transcripts
Mary Hughes, Nelda Jones, Instructors.....	Withdrawals
Brenda Scott, Joyce Beatty, Mary Burns.....	Tutorial Services
Don Smith.....	Placement
Eddie Locklear.....	Transfer Credit
Judith A. Revels.....	Residency
Drucella Strickland.....	Veterans
Joyce Beatty.....	Handicapped Services
Wayne Coates.....	Recruiter
Librarian.....	Library Services

